

**Milford Water/Wastewater Commissioners’  
Meeting Minutes  
September 15, 2015**

Present: Michael Putnam, Chairman  
Dale A. White, Vice-Chairman  
Robert E. Courage, Member  
David Boucher, Director  
Evelyn Gendron

**Call to Order**

Chairman Putnam called the meeting to order at 6:00 p.m.

**Decisions/Approvals**

Approval of Meeting Minutes – Chairman Putnam asked for a motion regarding the minutes of the previous commissioners’ meeting. Commissioner Courage made the motion to approve the September 1, 2015 meeting minutes as presented. Vice-Chairman White seconded the motion. All voted in favor.

Water Abatement Request (Completion) – 64 Oak Street – Director Boucher explained that Mr. Young, Water Department Foreman, verified on-site that a lock box was installed to avoid further unintended water usage at an Eco Stoneworks’ water valve, as this matter had been discussed May 26<sup>th</sup>, June 9<sup>th</sup>, and he reminded that during the June 23, 2015 commissioners’ meeting it was decided by the commissioners’ majority vote to abate \$1,000.00 regarding Bill #165103. The commissioners gave their signatures to complete this water abatement request effective September 15, 2015.

Sewer Abatement Request (Pool Fill) – 12 Alder Street – Director Boucher explained the reason for this one-time pool fill abatement request being handled so late in the season is that an emailed request bearing meter reading numbers had been sent via the town’s website during June, however was not received. Following discussion, Chairman Putnam made the motion to abate \$79.95 for this pool fill/ sewer abatement request, as recommended by Director Boucher. The amount of usage to be abated is 1,817 cubic feet. Vice-Chairman White seconded the motion. All voted in favor.

Sewer Abatement Request (Pool Fill) – 12 Webster Street – Director Boucher said this abatement request is for a one-time, seasonal pool fill of approximately 5,000 gallons, calculated as a 668 cubic feet of water credit/sewer abatement request. Water meter readings had not been taken by the customer before/after filling the pool. Following discussion, Vice-Chairman White made the motion to approve this \$29.39 pool fill/sewer abatement request as recommended by Director Boucher. Commissioner Courage seconded the motion, all voted in favor.

Sewer Abatement Request (Billing Correction) – 7 Walker Street – Director Boucher explained the MUNIS software glitch that had resulted in an overbilling of \$50.29. The amount of water usage is 1,143 cubic feet. Commissioner Courage made the motion to approve this \$50.29 sewer abatement request, based upon Director Boucher’s recommendation. Vice-Chairman White seconded the motion. All voted in favor.

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Sewer Abatement Request (Irrigation) – 345 Elm Street #1 – Director Boucher said this sewer abatement request is the result of excessive irrigation of yard plants, for which water did not enter the sanitary sewer system. The amount to be abated is \$28.42, an averaged calculation. This water/sewer user is now aware of the option to install a second water meter for outside water use. Vice-Chairman White seconded the motion. All voted in favor.

Commercial/Residential Billing Change Request & Sewer Abatement Request – 144 Elm Street – Director Boucher explained receipt of notarized correspondence regarding the former commercial use of this property having changed from a plumbing/septage hauling business office to a rented residence and that the property owner had confirmed there is no commercial use of water at this location. Following discussion, Commissioner Courage made the motion to approve changing the billing rate from commercial to residential. Vice-Chairman White seconded the motion. All voted in favor.

### **Discussion/Information Items**

West Elm Street Water Main Extension Project – Punch List Update – Director Boucher said grass seed needs to be placed at one business along Elm Street and the curbing/manhole disturbed during the paving process needs to be addressed. The Water Foreman is in the process of verifying the tie-in connection documentation and ensuring the as-built plans have been received. Mr. Boucher confirmed to Commissioner Courage that the tie-ins are currently filed manually according to street names, but following his conversation with the IT Director today the information will soon be converted to pdf tablet entries for accessibility by Water Department employees in the field.

Prospect Hill Water Storage Tank Removal Project –Punch List Update – Mr. Boucher reported that the punch list consists of removing the on-site portable chemical toilet and waste barrel, for which he signed the manifest today. He reported that the planted grass seed has begun to sprout.

Border Street Water Main Replacement Project 9/8/15 Bid Results – Director Boucher said Mr. Jeff Kevan, T.F. Moran, has reviewed the two the bids received and opened 2:00 p.m. on September 8, 2015. He noted the bid results as follows:

\$239,000.00 Park Construction Corporation  
\$489,000.00 Leighton A. White, Inc.

Vice-Chairman White commended Park Construction for submitting good pricing and said the Town of Milford is fortunate to receive the good pricing for the project scope of work. Commissioner Courage said if all documents, insurance certificates, etc., have been received, the project could begin. Mr. Boucher said he will be present during the Friday, September 18<sup>th</sup> Border Street drainage project presentation given by Bruce Berry, Director of the Amherst Public Works Department, so that Milford's Water Main Replacement project on the opposite side of the same street may be simultaneously outlined to any residents in attendance. Following discussion, Commissioner Courage made the motion to award the Milford Border Street Water Main Replacement Project at Merrimack Road to the low bidder, Park Construction Corporation, Fitzwilliam, NH, in the amount of \$239,000.00. Chairman Putnam seconded the motion. Chairman Courage noted that one water service will be added. Vice-Chairman noted there are not enough local contractors to submit bids.

2015 Director Goals Status – Director Boucher discussed the goals accomplished during the first through fourth quarters and answered the commissioners questions. The commissioners will review the information received for future discussion.

Activities Report – The commissioners reviewed the supervisory activities report. Mr. Boucher explained the secondary clarifier scum pit project progress. Aeration tanks will be swapped on Thursday. He commented that the level of project detail provided by the supervisors is very informative and he appreciates their efforts to communicate the wide variety of projects underway.

Financial Information – The commissioners reviewed the printouts made available by the Finance Department.

Miscellaneous Water Utilities Department project updates – Director Boucher said he will soon receive and review U.V. System, HVAC, and scum pit reports being prepared by Underwood Engineers. He will prepare a letter to the NH DES closing out the security camera project, for which Milford received a grant. Chairman Putnam inquired of the telemetry operation in the absence of the Prospect water storage tank, and said Jason Johnson, MACC Base Director, is interested in placing an additional antenna on a water tank. Mr. Boucher will contact Mr. Johnson.

**Future Appointments/Meetings:**

The next Commissioners’ meeting will be held on Tuesday, September 29, 2015 at the Water Utilities Department, 564 Nashua Street.

**Adjournment:**

At 6:55 p.m. Chairman Putnam made the motion to adjourn the meeting. Vice-Chairman White seconded the motion. All voted in favor.

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Michael E. Putnam, Chairman

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Date

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Dale A. White, Vice-Chairman

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Date

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Robert E. Courage, Commissioner

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Date